



**MARATHA MANDIR'S  
BABASAHEB GAWDE  
INSTITUTE OF MANAGEMENT STUDIES**



# **MANAGEMENT DEVELOPMENT PROGRAMS 2018-2019**

# Effective Communication

**Program Duration:**

One day

**Who can benefit? :**

Executive and Managers working at all levels.

**What you will learn?:**

1. To help the participants to learn communication skills required for a successful professional.
2. To develop a systematic and positive approach to communication in business.

**Program Outline:**

Importance of communication skills in business, techniques of Non- verbal communication / body language, Workplace Communication, Understanding the skills of listening,

**Pedagogy:**

Lecture, Case Study, Video Clips & Role Play.

**Program Fees:**

Rs. 5000/- plus applicable taxes per participant which includes tea, lunch and reading material.

**Registration:**

[Email registration form at mdp@mmbgims.com](mailto:mdp@mmbgims.com)

## Finance for Non-Finance

- Program Duration:** One day
- Who can benefit? :** Executive and Managers working at all levels.
- What you will learn?:**
1. To understand the concepts in finance.
  2. To understand financial statements and analyse them.
  3. To understand the impact of various financial decisions on company's performance.
- Program Outline:** Analysis of Financial Statements, Cost concepts and classification, Cost Management and Problem Solving for Decision-Making, Overview of Indian Financial Markets, Basic Finance Concepts and Terminologies, Working Capital Management
- Pedagogy:** Lecture, Case Study, Video Clips & Role Play
- Program Fees:** Rs. 5000/- plus applicable taxes per participant which includes tea, lunch and reading material.
- Registration:** Email registration form at [mdp@mmbgims.com](mailto:mdp@mmbgims.com)

# Negotiation Skills

- Program Duration:** One day
- Who can benefit? :** Executive and Managers working at all levels.
- What you will learn?:**
1. To understand factors that facilitate negotiations.
  2. To enhance personal selling & prospecting skills.
  3. To develop confidence in the negotiating process.
- Program Outline:** Negotiation concepts and skills of evaluating alternatives, Developing a greater understanding of the factors that facilitate and hamper effective negotiation and persuasion, Understand the different styles of negotiating under different situations.
- Pedagogy:** Lecture, Case Study, Video Clips & Role Play.
- Program Fees:** Rs. 5000/- plus applicable taxes per participant which includes tea, lunch and reading material.
- Registration:** Email registration form at [mdp@mmbgims.com](mailto:mdp@mmbgims.com)

# Work Life Balance & Stress Management

- Program Duration:** One day
- Who can benefit? :** Executive and Managers working at all levels
- What you will learn?:**
1. To understand the challenges associated with managing professional life and personal life.
  2. To create self-awareness and developing capabilities to maintain a healthy work-life balance.
  3. To Understand and identify personal causes of stress.
  4. To be alert about the symptoms of stress and how to behave under stressful situations.
- Program Outline:** Work and Life Conflict, Integrating stress, Work and Life, Reactions to stress and Gaining control and managing stress positively, identifying the steps to achieve a healthy work life balance, Learn to prioritise the things to reduce stress.
- Pedagogy:** Lecture, Case Study, Video Clips & Role Play.
- Program Fees:** Rs. 5000/- plus applicable taxes per participant which includes tea, lunch and reading material.
- Registration:** Email registration form at [mdp@mmbgims.com](mailto:mdp@mmbgims.com)

# Marketing & Sales Management

- Program Duration:** One day
- Who can benefit? :** Executive and Managers working at all levels.
- What you will learn?:**
1. To understand Conceptual framework for sales and marketing.
  2. To understand customers, markets, and organizational processes from a sales management perspective.
- Program Outline:** Building teams and motivating the salesforce, People Skills for Sales & Marketing Professionals, identify a proven strategic framework that will help to meet sales and performance targets and customer satisfaction, competitive intelligence and benchmarking system for organization, Sales budget, Role of sales in revenue and profit.
- Pedagogy:** Lecture, Case Study, Video Clips & Role Play.
- Program Fees:** Rs. 5000/- plus applicable taxes per participant which includes tea, lunch and reading material.
- Registration:** Email registration form at [mdp@mmbgims.com](mailto:mdp@mmbgims.com)

## Procedures and Documentation in Export-Import Trade

- Program Duration:** Two days
- Who can benefit? :** Personnel working in International Trade.
- What you will learn?:**
1. To understand export order execution process.
  2. To make aware about various export benefits given by government on international trade.
  3. To make aware about pre-shipment and post-shipment process.
- Program Outline:** International contract: Processing of an Export Order; Export Financing: Assessment of credit, Preshipment and Postshipment Finance, Procedures and Documentation; Labelling, Packaging, Environmental Regulations; Preshipment Inspection Procedures; Export Risks : Identification of export risks: credit risk, physical risk, exchange risk and product liability risk; Managing the risks: credit risks insurance, cargo insurance, Forward exchange cover, Product liability insurance; Export Documentation: Preshipment Export Documentation for Excise/Customs Clearance, Postshipment Documentation for Negotiation with bank, Certificate of Origin/GSP Certificate: How to obtain it, procedures and formalities Computerised Export Documentation.; Export Facilities and Incentives: Duty Drawback, Market Development Assistance, Duty Entitlement Pass-Book Scheme (DEPB) and Duty Free Replenishment Certificate (DFRC), Recognition of Export company : schemes relating to export house , trading house, star trading house and super trading house and super star trading house.
- Pedagogy:** Lecture, Case Study, Video Clips & Role Play.
- Program Fees:** Rs. 5000/- plus applicable taxes per participant which includes tea, lunch and reading material.
- Registration:** Email registration form at [mdp@mmbgims.com](mailto:mdp@mmbgims.com)